

# UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

## ACADEMIC BOARD

*(Amendments to the version published previously are shown in italics.)*

**QUORUM** – 10 of whom one shall be the Vice-Chancellor or the Deputy Vice-Chancellor

The following Terms of Reference and Composition of the Academic Board are laid down in the Articles of Government of the University of Hertfordshire. These were approved by the Privy Council on 17 July 1995 and adopted on behalf of the University by the Board of Governors on 7 November 1995. They state:

### TERMS OF REFERENCE

#### Extract from the Articles of Government (GV01-Articles of Government-v02.0.doc)

#### “3.3 The Academic Board

3.3.1 Subject to the provisions of these Articles, to the overall responsibility of the Board of Governors, and to the responsibilities of the Vice-Chancellor, the Academic Board shall be responsible for:

- (a) general issues relating to the research, scholarship, teaching and courses at the University including criteria for the admission of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and the procedure for the expulsion of students for academic reasons. Such responsibilities shall be subject to the requirements of validating bodies if these exist;
- (b) considering the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the Board of Governors thereon;
- (c) advising on such other matters as the Board of Governors or the Vice-Chancellor may refer to the Academic Board.

3.3.2 The Academic Board may establish such committees as it considers necessary for purposes enabling it to carry out its responsibilities provided that each establishment is first approved by the Vice-Chancellor and Board of Governors. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board.”

### COMPOSITION

#### Extract from the Articles of Government (GV01-Articles of Government-v02.0.doc)

#### “4 ACADEMIC BOARD

4.1 There shall be an Academic Board of no more than **34** members, comprising the Vice-Chancellor, who shall be Chairman, and such other numbers of staff and students as may from time to time be approved by the Board of Governors. The Vice-Chancellor may nominate a Deputy Chairman from among the members of the Academic Board to take the Chair in his/her place. The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Board of Governors.

#### Academic Board

*Last amended: 1 September 2019*

**References: Board of Governors Minutes:** From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638; 660.2, 735.2; 817.2; 840; 891.2; 412, 7 November 2007, 225.5, 25 Jun 2009, 729.2, 20 March 2012; 87, 9 July 2013, refer;  
**Academic Board Minutes** 151.1.1, 448, 121.3, 129, 232, 121.3, 14 March 2012 828.1.1, 27 June 2018, 837.2, 21 November 2018, refer

- 4.2 In addition to the Vice-Chancellor, at least half of the members of the Academic Board shall be drawn from senior management, Deans and heads of academic and related departments. The remainder of the Academic Board shall be drawn from elected Academic and officer staff, students and co-opted members.
- 4.3 The Board of Governors shall be responsible for approving the detailed membership profile both between and within the categories identified in Article 4.2 following the recommendation of the Vice-Chancellor who will, previously, have consulted the Academic Board. The Board of Governors will also be responsible for determining the period of office of persons elected to the Academic Board and for approving the methods of election.”

### Category

1	Vice-Chancellor who shall be Chairman of the Board	1
2	Deputy Vice-Chancellor (Vice-Chairman of the Board)	1
3	Secretary and Registrar who shall be Secretary to the Board	1
4	Pro Vice-Chancellors	3
5	Five (5) Deans of School, nominated by the Deans of School for terms of office of three (3) years	5
6	Academic Registrar	1
7	Chief Information Officer	1
8	Dean of Students	1
9	The President of the Students' Union or one (1) student nominated by the Trustees of the University of Hertfordshire Students' Union	1
10	Two (2) students, nominated by the Student Representative Council	2
11	Two (2) members of the professional staff elected by the professional staff	2
12	Eight (8) members of the academic staff elected by the academic staff	8
13	A teacher nominated by the Academic Board to serve as a member of the Board of Governors following election by the academic staff as a whole	1
		<u>28</u>

### Officers in attendance

Group Finance Director (to attend as required)  
 Director of the Doctoral College<sup>1</sup>  
 Director of Academic Quality Assurance (or Deputy)  
 Director of Learning and Teaching  
 Pro Vice-Chancellor (Business and International Development)  
 Governance Services Officer (Clerk)

### ELECTION

In all elected categories, members may serve for up to two consecutive three-year terms of office (assuming a successful re-election for a second three-year term), following which a break of at least one three-year term of office must occur before seeking re-election.

#### Category 12: 'Eight (8) members of the academic staff elected by the academic staff'

The Board of Governors has agreed that the method of election to be employed for the purposes of category 12 should be a Single Transferrable Vote system. Where an election is held to fill a single vacancy this will become an Alternative Vote system.

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<sup>1</sup> The Director of the Doctoral College is also the Director of Research Degrees

### Academic Board

Last amended: 1 September 2019

References: Board of Governors Minutes: From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638; 660.2, 735.2; 817.2; 840; 891.2; 412, 7 November 2007, 225.5, 25 Jun 2009, 729.2, 20 March 2012; 87, 9 July 2013, refer;  
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**Academic Board**

**Last amended:** *1 September 2019*

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## MEMBERSHIP

### Category

1	Vice-Chancellor who shall be Chairman of the Board	Professor Quintin McKellar																
2	Deputy Vice-Chancellor (Vice-Chairman of the Board)	Professor Ian Campbell																
3	Secretary and Registrar who shall be Secretary to the Board	Sue Grant																
4	Pro Vice-Chancellors  Pro Vice-Chancellor (Education and Student Experience) Pro Vice-Chancellor (Business and International Development) Pro Vice-Chancellor (Research and Enterprise)	Dr Sal Jarvis Julie Newlan Professor John Senior																
5	Five (5) Deans of School, nominated by the Deans of School for terms of office of three (3) years	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: right;">to 31.08.2021</td> <td>Dr Lyn Trodd</td> </tr> <tr> <td style="text-align: right;">to 31.08.2021</td> <td>Professor Anne Murphy</td> </tr> <tr> <td style="text-align: right;">to 31.08.2021</td> <td>Penny Carey</td> </tr> <tr> <td style="text-align: right;">to 31.08.2021</td> <td>Dr Richard Southern</td> </tr> <tr> <td style="text-align: right;">to 31.08.2022</td> <td><i>Phil Healy</i></td> </tr> </table>	to 31.08.2021	Dr Lyn Trodd	to 31.08.2021	Professor Anne Murphy	to 31.08.2021	Penny Carey	to 31.08.2021	Dr Richard Southern	to 31.08.2022	<i>Phil Healy</i>						
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to 31.08.2021	Penny Carey																	
to 31.08.2021	Dr Richard Southern																	
to 31.08.2022	<i>Phil Healy</i>																	
6	Academic Registrar	Sharon Harrison-Barker																
7	Chief Information Officer	Dr Dave Ford																
8	Dean of Students	Geraldine Ward																
9	The President of the Students' Union or one (1) student nominated by the Trustees of the University of Hertfordshire Students' Union	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: right;">to 31.05.2020</td> <td>Rida Shafqat</td> </tr> </table>	to 31.05.2020	Rida Shafqat														
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10	Two (2) students, nominated by the Student Representative Council	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: right;">to 31.05.2020</td> <td>Amy Holloway-Smith</td> </tr> <tr> <td style="text-align: right;">to 31.05.2020</td> <td>Vacant</td> </tr> </table>	to 31.05.2020	Amy Holloway-Smith	to 31.05.2020	Vacant												
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12	Eight (8) members of the academic staff elected by the academic staff	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: right;">to 31.08.2021</td> <td>Alan Lambert</td> </tr> <tr> <td style="text-align: right;">to 31.08.2021</td> <td>Amanda Yip</td> </tr> <tr> <td style="text-align: right;">to 31.08.2021</td> <td><i>Vacant</i></td> </tr> <tr> <td style="text-align: right;">to 31.08.2021</td> <td>Judy St John</td> </tr> <tr> <td style="text-align: right;">to 31.08.2020</td> <td>Dr Theo Gilbert</td> </tr> <tr> <td style="text-align: right;">to 31.08.2020</td> <td>Dr Steward Kirton</td> </tr> <tr> <td style="text-align: right;">to 31.08.2020</td> <td><i>Vacant</i></td> </tr> <tr> <td style="text-align: right;">to 31.08.2020</td> <td>Ray Wilkinson</td> </tr> </table>	to 31.08.2021	Alan Lambert	to 31.08.2021	Amanda Yip	to 31.08.2021	<i>Vacant</i>	to 31.08.2021	Judy St John	to 31.08.2020	Dr Theo Gilbert	to 31.08.2020	Dr Steward Kirton	to 31.08.2020	<i>Vacant</i>	to 31.08.2020	Ray Wilkinson
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- 13 A teacher nominated by the Academic Board to serve as a member of the Board of Governors following election by the academic staff as a whole

to 31.08.2020

*Vacant*

**Officers in attendance:**

Group Finance Director (to attend as required)

Director of the Doctoral College<sup>1</sup>

Director of Academic Quality Assurance (or Deputy)

Director of Learning and Teaching

Deputy Secretary and Registrar and Head of Corporate Services

Governance Services Officer (Clerk)

Alistair Moffat

Dr Susan Grey

Dr Frank Haddleton

(Catherine Rendell)

Karen Barton

Helen Davidson

Leire Caselles Vallejo

Members = 28

Officers in attendance = 6

[Member in more than one category.]

**Academic Board**

**Last amended:** 1 September 2019

**References: Board of Governors Minutes:** From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638; 660.2, 735.2; 817.2; 840; 891.2; 412, 7 November 2007, 225.5, 25 Jun 2009, 729.2, 20 March 2012; 87, 9 July 2013, refer;

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